

**REQUEST FOR ESTABLISHING A HIGH-LEVEL CIVILIAN POSITION**

**To:** High Level Position Review Board

**From:** (Requestor's Name and Organization)

**Via:** Pers-01

**1. Proposed position title and grade**

**2. Organization Location (Department, Division, Branch)**

**3. Reason Action Requested: (check reason(s), attach necessary information)**

- A. New functions or responsibilities (explain and state authority).
- B. Organization change (attach before and after charts).
- C. Addition of supervisory duties (state why necessary).
- D. Other (specify, e.g. reestablishment for recruiting, amendment, application of new standard, etc.).

**4. Application of Position Management Standards**  
(see BUPERS Inst. 5000.27, article 3030)(attach continuation sheet(s) as needed)

A. Why is the position needed? (specify in terms of organizational objectives, workload, etc.)

B. Is the position sound from the standpoint of economy and effectiveness?  
(For example, can the duties be absorbed into existing positions?)

C. Why is the position sound from a personnel management viewpoint? (Discuss in terms of affirmative action goals, career development, recruiting sources, etc.)

D. How is the position sound from a motivational viewpoint? (Discuss opportunities for responsible performance.)

5. Name and title of immediate supervisor

Signature

Date

6. Name and title of Division/Department Director

Signature

Date

7. High-Level Position Review Board Action

Summary Comments:

Recommend: ☐ Approval ☐ Disapproval

Chairperson, HLRB

☐ Concur ☐ Non-Concur

Deputy Chief of Naval Personnel

Submit this request (original plus 6 copies) along with:

(1) Original plus 6 copies of position description

(3) 6 copies, manpower listing

(2) Six (6) copies of organization chart and functional statements.

(4) Original plus one copy, SF 52